

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

April 10, 2017

Chief Charles E. Wenten
Grafton Police Department
1981 Washington Street
Grafton, Wisconsin 53024

RE: 2017 Annual Inspection, Grafton Municipal Lockup

Dear Chief Wenten:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Grafton Municipal Lockup was conducted on March 30, 2017. This report summarizes the results of the inspection process.

INSPECTION SUMMARY

Physical Environment 349.07

The two cells, interview room and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being completed on a monthly basis in accordance with DOC 349.12(5).

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well maintained.

Health Care 349.09

The Grafton Municipal Lockup has an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of completed admission screening forms indicated that staff is obtaining the appropriate information from detainees.

Current Grafton procedure stipulates that medications will be placed with the arrestee's property and that no medications will be administered during the booking process or prior to release/transport to the Ozaukee County Jail unless approved by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Village of Grafton Fire Department was completed on 12/12/16. An evacuation route is posted and fire protection equipment on site should the need arise.

Records and Reporting 349.11

As noted above, appropriate information is being obtained on all detainees confined to a cell. Since the last annual inspection in 2016 there have been no notifications to my office of any unusual occurrences. As a reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Physical security checks are also being completed and documented as required. A review of completed booking sheets found that security checks are being conducted and documented approximately [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

Detention of Juveniles 349.21

Your Department has elected to not hold juveniles in your lockup per past correspondence with this office. The policy and procedure requirements for the detention of juveniles are outlined in DOC 349.21. Records indicated that no juveniles were held in a cell at the facility during the past year.

Approval

The Grafton Municipal Lockup is approved for the detention of adults for up to 72 hours. It is not approved for the detention of juveniles. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Captain Emmett Grissom for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free

to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Kristi Dietz, ODF Director
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